



সোনালী ব্যাংক পিএলসি

বিশ্বস্তায় সেবা-সেবায় স্মার্ট

NO. HRMD/OMD/SEC-1/ 8073

Dated : 12 October 2023

Samiran Chandra Karmaker (34622)
Deputy General Manager (Incumbent)
Sonalibank PLC
Daulatpur Corporate Branch
Khulna, Bangladesh.

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit
India for medical treatment.**

Sir,

Please refer to the letter no. 3171 dated 01 October 2023 of Sonali Bank PLC. General Manager's Office, Khulna on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Khulna, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit India for medical treatment under the following terms & conditions:

Terms & Conditions :

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC. & Government of Bangladesh.
- 2) The period of travelling will be adjusted from earned leave.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the Authority Mrs. Aparna Rani Mondal (35422), Assistant General Manager, Daulatpur Corporate Branch, Khulna will take over the charges of the Daulatpur Corporate Branch, Khulna temporarily during your leave.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

01. The General Manager, Sonali Bank PLC, General Manager's Office, Khulna with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. The Deputy General Manager (Incumbent), Sonali Bank PLC, Daulatpur Corporate Branch, Khulna.
03. Mrs. Aparna Rani Mondal (35422), Assistant General Manager, Sonali Bank PLC, Daulatpur Corporate Branch, Khulna, She will take over the charges of the Daulatpur Corporate Branch, Khulna during the sanctioned leave period of Mr. Samiran Chandra Karmaker.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division

Sonalibank PLC Head Office, ডিজিটাল রিসোর্স ম্যানেজমেন্ট ডিভিশন, অফিসার ম্যানেজমেন্ট ডিপার্টমেন্ট (সেকশন-১) প্রধান কার্যালয়,

www.sonalibank.com.bd

৩৫-৪২, ৪৪ মতিঝিল বা/এ, ঢাকা-১০০০। ফোন ০২-২২৩৩৮৪৫১৫, ০২-২২৩৩৮৫৫২৯

ই-মেইল : dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

হটলাইন্ড ১৬৬৩৯

বিশ্ব থেকে +৮৮০৯৬১০০১৬৬৩৯